

REGIONAL NAF PERSONNEL OFFICE
MWR Dept/NSA, VQ-WPNSTA Yorktown, FISC Cheatham Annex
IN-HOUSE VACANCY ANNOUNCEMENT

02/09/04

Does not confer to Civil Service Status

POSITION: **Recreation Assistant (Outdoor Recreation)**
Grade: NF-0189-02
Salary: Negotiable
LOCATION: MWR Dept., Fitness & Sports Div-ORE/NSA
Yorktown, VA 23691

ANNOUNCEMENT # YT 33-04

CLOSING DATE: February 14, 2004

AREA OF CONSIDERATION: **Fitness & Sports Division Employees Only**

(1) Position (s), Regular Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Issue and receive a variety of recreation equipment to authorized personnel, and assist patrons with questions and appropriate selections. Advise patrons in safe boating and camping techniques and administer a safe boating test to patrons as applicable. Collect money for rentals, explain rules, and complete rental agreements. Operate cash register to record each rental and prepare Daily Activity Report at the end of the shift. Ensure change funds balance. Monitor and update bad check listing. Charge for lost or damaged equipment. Load and unload equipment to and from patron vehicles. Check equipment for damage and based on knowledge, estimate the cost of repair. Contact patrons when gear is overdue for return. Responsible for the minor maintenance and repair of equipment and ensuring that other equipment is maintained in working condition at all times. Maintains stock status cards and other control documents on a daily basis. Assist with monthly/annual inventories. Control the equipment rental area and ensure cleanliness of the facility and all equipment at all times. Complies with all environmental, security, safety and administrative requirements within the outdoor recreation facility and equipment. Take action as applicable to correct deficiencies. Perform other related duties as assigned.

QUALIFICATIONS: Must have sufficient knowledge and experience to rent and maintain a large selection of recreation equipment including: camping and boating equipment, picnic equipment, and other recreational equipment. Must be able to maintain effective working relationships with individuals and groups. Must be able to communicate effectively both verbally and in writing. Must be able to read and write sufficiently to prepare rental documents, complete accounting and cash handling requirements, and explain the proper use and safe operation of equipment. Must possess basic math skills and the ability to run a cash register and prepare cash documentation. Certifications in welding or small (2- to 4-cycle) engine repair preferred.

SPECIAL REQUIREMENTS: Must possess and maintain a current state Drivers license. Work may be subject to seasonal peaks and may include an irregular tour of duty, including evening and weekend work.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel Office, Bldg. 2011 Belzer Road, Yorktown, VA 23691. MAILING ADDRESS: NAF Personnel Office, c/o MWR-Fund NWS, P.O. Box 32, Lackey, VA 23694-0032.

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)